

Maricopa County Policies and Procedures	Subject: Overnight Use of County Vehicles	Number: A2310 Issue Date: 11/93
Approved: Roy Pederson	Initiating Department: Equipment Services	

A. Purpose

To limit the overnight use of County vehicles.

B. Policy

The policy is intended to apply to all county employees except those employees of the Sheriff's Office and County Attorney's Office engaged in undercover investigations and/or driving marked patrol vehicles.

County vehicles may be used in a domicile-to-duty (take home) travel capacity when it can be demonstrated the use is necessary to accomplish a valid county government objective. Vehicle use of non-county business is strictly prohibited.

All employees who take home a vehicle must have an occasional or continuous overnight use permit.

Department directors may approval occasional overnight use permits for licensed county employees.

For Board-reporting departments, continuous overnight use permits must be approved by the County Manager and are valid through December 31 of each year. Permits, with written justification, must be submitted and approved each year.

For other Elected and Court Departments, (except for requests for permits by elected officials or judges) continuous overnight use permits must be approved by the Board of Supervisors and are valid through December 31 of each year. Permits, with written justification, must be submitted and approved each year. The Board may have the County Manager determine whether the permits meet the criteria set forth in this policy.

For Elected Officials and Judges requests for continuous overnight use permits must be approved by the Board of Supervisors and are valid through December 31 of each year. Permits, with written justification, must be submitted and approved each year. The Board may have the Chairman determine whether the permits meet the criteria set forth in this policy.

C. Definitions

Generally, permission for overnight use of County vehicles will be granted under the following circumstances:

- Occasional Overnight Use Permit - A permit may be granted authorizing occasional, overnight use of a county vehicle. This permit may be used up to 24 times per employee in any calendar year.
- Continuous Overnight - A permit may be granted authorizing overnight use of a county vehicle for an entire calendar year.
- Report-to-Work-Site - Approval may be granted for employees whose duties require daily and extensive field work and whose residence location will significantly reduce travel time and distance in the completion of assigned duties.

- Emergency Vehicle - Approval may be granted for employees whose vehicles are specially equipped with flashing top lights, sirens and fully marked decals, in order to respond to emergencies involving the safety of the general public and/or protection of County property.
- Rotating Vehicle - Approval may be granted for employees who use a specially equipped truck or van which is rotated among several employees who are on 24-hour call for emergencies.
- Undercover Vehicle - Approval may be granted for operators of unmarked vehicles with civilian license plates whose work involves investigations and where domicile-to-duty travel is necessary to the successful completion of the task.

D. Authority and Responsibility

Vehicles may not be used for:

- other than official County business.
- domicile-to-duty transportation, unless specifically authorized.
- personal convenience.
- the transportation of any other person not essential to the accomplishment of the purpose for which the vehicle was dispatched.

E. Procedures

1. All requests, including written justification, for continuous overnight permits must be submitted through the department director to the County Manager's office annually.
2. Each continuous overnight permit request shall include a written justification that clearly demonstrates that providing a take-home vehicle results in a lower total cost to the County compared to reimbursement to the employee for County-related use of a privately-owned vehicle.
 - a. The criterion for single and continuous overnight use permits Cost savings to county must be met to qualify for an overnight use permit. The use of an overnight vehicle must result in lower total cost to the County compared to reimbursement to the employee for County-related use of a privately-owned vehicle.
3. Each year, the department director shall submit a report to the County Manager that lists each employee with an occasional overnight use permit or continuous overnight use permit. The report shall be submitted by January 31 for the preceding calendar year. For each employee, the report shall contain the number of times the vehicle was taken home and the total mileage used for domicile-to-work and return.
4. When parking the county-owned vehicle at an employee residence, the county-owned vehicle shall not be parked on a public street.